



Request For Continuous Run Permit

Type or print all information.

Continuous run permit not to exceed one year duration.

SECTION I REQUEST

1. Requester (Name and Org. Code)/Technical Point of Contact:	2. Date:
3. Location of request – List all rooms:	
4. Justification:	
5. Supporting information (NASA procedures, manufacturer's specifications, etc.):	

SECTION II DETAILS OF SPECIFIC REQUIREMENT

6. Requested conditions of continuous run. <input type="checkbox"/> Lighting requirements: _____ <input type="checkbox"/> Temperature range requirements: _____ <input type="checkbox"/> Humidity range requirements: _____
7. Does user require back-up utilities (generator, HVAC, lighting, etc.) to maintain run conditions requested? <input type="checkbox"/> YES (User to bear associated cost.) <input type="checkbox"/> NO "I assume the risk associated with not providing back-up utilities (generator, HVAC, lighting, etc.) and understand the implications." Name: _____ Signature: _____ Date: _____ (Level GS14 or higher, or COTR if contractor)

SECTION III FOR FACILITIES MANAGEMENT OFFICE (FMO) USE ONLY

8. Response procedure needed? <input type="checkbox"/> YES <input type="checkbox"/> NO		
9. Facilities Office Review:		
10. Approved <input type="checkbox"/> Comments:	Permit expires:	
11. Disapproved <input type="checkbox"/> Comments:		
12. Facilities Project Manager:	Signature:	Date:
13. Energy Manager (or designee):	Signature:	Date:

Instructions for MSFC Form 4583 Request for Continuous Run Permit

1. Enter requester information – name and organization code. If the technical point of contact differs from the requestor, enter that as well.
2. Enter date request submitted.
3. List all rooms affected by the continuous run request. If all of the building is affected, WHOLE BUILDING may be entered.
4. Enter the justification (reason) for the continuous run request. For example: support mission test run, etc.
5. Supporting Information: Include reference to all manufacturers' specifications (humidity, temperature, etc.); any NASA procedures, etc.
6. Enter requested conditions of continuous run – BE SPECIFIC. Give set points, tolerable ranges, start date, etc.
7. In the event of a utility disruption (loss of power, HVAC, etc.) – the user must declare if backup is needed. If backup utility support is needed – you, the user, will be responsible for coordinating with the FMO for the backup upgrade and for the cost to provide backup (i.e., standby generators, etc.)
8. Sections 8-13 are for Facilities Management Office (FMO) use only. Do not write in this part of the form.